

FITNESS CENTRE USE & BOOKING PROTOCOL/INSTRUCTIONS

1. Detailed instructions on how to book an appointment at the fitness centre via the website at www.trcamembers.ca are below on page 2.
2. All gym bookings are limited to 60 MINUTES in length.
3. Maximum of THREE (3) people in the gym at any one time.
4. Maximum three (3) gym bookings per week per user. The “week” runs 7 days from Sunday 0600 – Saturday 2100.
5. Bookings are available daily for a maximum of two weeks in advance.
6. Both a confirmation (on booking) and reminder emails (one day before your appointment) will be sent and include a cancellation option. Please cancel immediately if you are unable to use your booked time slot. **IMPORTANT: Please add trcacommittee@gmail.com and committee@trcamembers.ca to your contact list to help ensure you receive your confirmations and reminders. Please check your spam or junk folder and mark these emails as “not spam” (or equivalent) if they end up there.**
7. No outside shoes are allowed in common hallways or the fitness centre. Winter shoes are to be removed and left on the mat inside at the members’ entrance (a chair has been provided). Please change into indoor shoes at this entrance point. The locker rooms are available to members for changing out of street clothes.
8. Please sign in using the sheets provided in the binder in the Fitness Centre on arrival.
9. In this post-pandemic era, we recommend cleaning any equipment prior to use with the sanitary wipes provided from the wall dispenser. **It is mandatory to clean any equipment that you used with sanitary wipes once you are finished using the equipment (or between sets if you are using the same equipment with another member from outside your immediate household).**
10. Gym users are requested to be courteous in vacating the gym promptly at the end of their time.

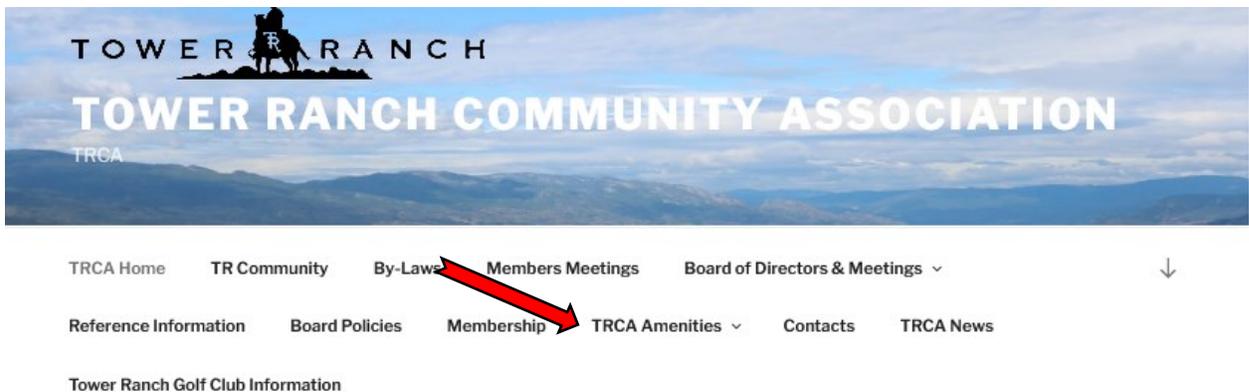
TUTORIAL FOR USING THE TRCA FITNESS CENTRE BOOKING ON OUR WEBSITE AS OF FEB 3rd, 2025

Before using the fitness centre booking system, please make sure that the email addresses trcacommittee@gmail.com and committee@trcamembers.ca are in your email contacts. If not, please manually add them. This will help prevent your confirmations and reminder emails from being blocked entirely or going to Spam.

1. Go to the TRCA Website at www.trcamembers.ca



2. From this home page, go to TRCA Amenities and view the drop down menu. Select the last menu option: TRCA Fitness Centre Booking



3. Here is an example of the booking page for the fitness centre:

TRCA FITNESS CENTRE BOOKING

Appointment*

Gym Bookings ▾

February 2025						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/16/2025

06:00-07:00 3/3	07:00-08:00 3/3	08:00-09:00 3/3	09:00-10:00 1/3	10:00-11:00 3/3	11:00-12:00 3/3
12:00-13:00 3/3	13:00-14:00 3/3	14:00-15:00 3/3	15:00-16:00 3/3	16:00-17:00 3/3	17:00-18:00 3/3
18:00-19:00 3/3	19:00-20:00 3/3	20:00-21:00 3/3			

Please complete all fields for your booking below. Only three (3) members allowed per session. Users MUST clean equipment used prior to and after using. Until further notice, please limit bookings to three times per week. If you can't make your booking, please cancel your appointment using the appropriate link in your confirmation or reminder email. Please note the gym is closed for cleaning on Tuesdays from 11am to noon. Thank you for your cooperation.

Full Name (required)*

Email (required)*

Submit

4. Select the date for which you wish to attend. Available times and number of available appointments are shown in the block below the calendar. In the example below, Feb 16th (red arrow) was selected and all available appointments for that day are shown in the block below along with the remaining capacity.

TRCA FITNESS CENTRE BOOKING

Appointment*

Gym Bookings ▾



February 2025						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/16/2025

06:00-07:00 3/3	07:00-08:00 3/3	08:00-09:00 3/3	09:00-10:00 1/3	10:00-11:00 3/3	11:00-12:00 3/3
12:00-13:00 3/3	13:00-14:00 3/3	14:00-15:00 3/3	15:00-16:00 3/3	16:00-17:00 3/3	17:00-18:00 3/3
18:00-19:00 3/3	19:00-20:00 3/3	20:00-21:00 3/3			

Please complete all fields for your booking below. Only three (3) members allowed per session. Users MUST clean equipment used prior to and after using. Until further notice, please limit bookings to three times per week. If you can't make your booking, please cancel your appointment using the appropriate link in your confirmation or reminder email. Please note the gym is closed for cleaning on Tuesdays from 11am to noon. Thank you for your cooperation.

Full Name (required)*

Email (required)*

Submit

- Select the time slot for which you wish to attend. In this example the 8pm slot was chosen (green arrow). Notice how the capacity for that time slot changed from 3/3 to 2/3 (yellow arrow). The selected appointment appears in a list below the available time slots (blue arrow). If you made a mistake and selected this time slot by accident, or you change your mind, you can select [Cancel] (black arrow) and make a different choice.

TRCA FITNESS CENTRE BOOKING

Appointment*

Gym Bookings ▾

February 2025						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/16/2025					
06:00-07:00 3/3	07:00-08:00 3/3	08:00-09:00 3/3	09:00-10:00 1/3	10:00-11:00 3/3	11:00-12:00 3/3
12:00-13:00 3/3	13:00-14:00 3/3	14:00-15:00 3/3	15:00-16:00 3/3	16:00-17:00 3/3	17:00-18:00 3/3
18:00-19:00 3/3	19:00-20:00 3/3	20:00-21:00 2/3			

→ 02/16/2025 20:00-21:00 Gym Bookings [Cancel] ←

Please complete all fields for your booking below. Only three (3) members allowed per session. Users MUST clean equipment used prior to and after using. Until further notice, please limit bookings to three times per week. If you can't make your booking, please cancel your appointment using the appropriate link in your confirmation or reminder email. Please note the gym is closed for cleaning on Tuesdays from 11am to noon. Thank you for your cooperation.

Full Name (required)*

Email (required)*

Submit

6. **NOTE:** Depending on the number of appointments you already have, you can book up to 3/week (max 6 in a two-week period) **all at once**. You will receive a notice if you try to exceed these limits (after you click “Submit”). Below is an example of an individual that had no current appointments, and therefore could select up to six workout sessions, with three in a one-week period (Sun-Sat), and three more the following week. All six appointments (see bracket) appear in the list below.

Appointment*

Gym Bookings ▾

February 2025						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/15/2025

06:00-07:00 3/3	07:00-08:00 3/3	08:00-09:00 3/3	09:00-10:00 1/3	10:00-11:00 3/3	11:00-12:00 3/3
12:00-13:00 2/3	13:00-14:00 3/3	14:00-15:00 3/3	15:00-16:00 3/3	16:00-17:00 3/3	17:00-18:00 3/3
18:00-19:00 3/3	19:00-20:00 3/3	20:00-21:00 3/3			

- 02/03/2025 11:00-12:00 Gym Bookings [\[Cancel\]](#)
- 02/06/2025 14:00-15:00 Gym Bookings [\[Cancel\]](#)
- 02/08/2025 08:00-09:00 Gym Bookings [\[Cancel\]](#)
- 02/10/2025 12:00-13:00 Gym Bookings [\[Cancel\]](#)
- 02/12/2025 12:00-13:00 Gym Bookings [\[Cancel\]](#)
- 02/15/2025 12:00-13:00 Gym Bookings [\[Cancel\]](#)

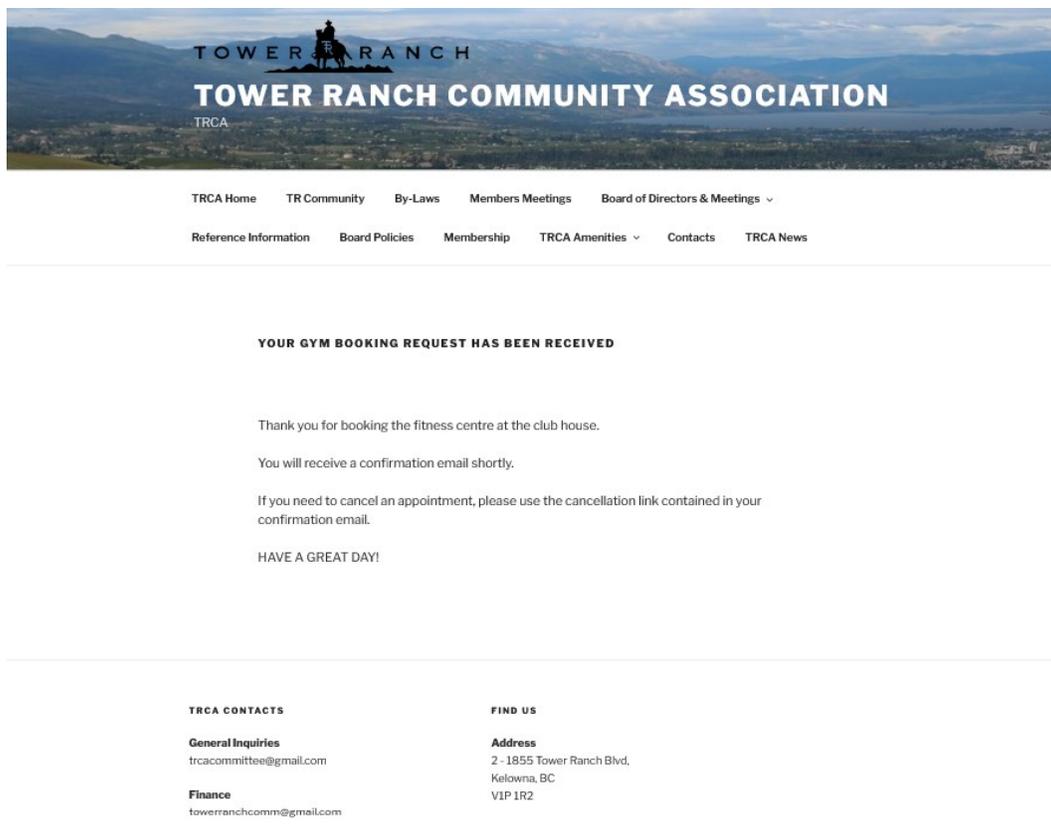
Please complete all fields for your booking below. Only three (3) members allowed per session. Users MUST clean equipment used prior to and after using. Until further notice, please limit bookings to three times per week. If you can't make your booking, please cancel your appointment using the appropriate link in your confirmation or reminder email. Please note the gym is closed for cleaning on Tuesdays from 11am to noon. Thank you for your cooperation.

Full Name (required)*

Email (required)*

Submit

7. Once you have finished your selections, enter your Full Name and Email Address (these are required fields) to complete your booking. Once completed, double check the email address because this is where your confirmation email and subsequent reminders will be sent. To complete the booking click “Submit”. If you have exceeded your booking limit for a given day, week, or the maximum of six appointments, you will receive a notice – to proceed you will have to cancel some of your selections.
8. Once you click “Submit” and everything is in order, you will be redirected to a confirmation page:



9. **NOTE: If you wish to book for a workout partner, you will need to repeat steps 3-8 with the individual's name and their valid email address.**

10. You will receive an email confirming your appointment(s). This contains a cancellation link (or multiple links if more than one appointment was made during the booking session (red arrows)).

 **Tower Ranch Community Association**
From: committee@trcamembers.ca
To: [REDACTED]

Your appointment is received. Appointments:
- 02/03/2025 11:00 - 12:00 (Gym Bookings)
- 02/06/2025 14:00 - 15:00 (Gym Bookings)
- 02/08/2025 08:00 - 09:00 (Gym Bookings)
- 02/10/2025 12:00 - 13:00 (Gym Bookings)
- 02/12/2025 12:00 - 13:00 (Gym Bookings)
- 02/15/2025 12:00 - 13:00 (Gym Bookings)

Full Name (required): Kim Hewitt

Email (required): givemetheskinny@yahoo.ca

02/03/2025 11:00/12:00 - click [here](#) to cancel 

02/06/2025 14:00/15:00 - click [here](#) to cancel 

02/08/2025 08:00/09:00 - click [here](#) to cancel 

02/10/2025 12:00/13:00 - click [here](#) to cancel 

02/12/2025 12:00/13:00 - click [here](#) to cancel 

02/15/2025 12:00/13:00 - click [here](#) to cancel 

In the interest of your safety and all those that follow, please sanitize all equipment prior to and after using.

Note that the gym is closed on Tuesdays from 11am to noon for cleaning.

Best Regards.

11. You will receive a reminder email the day prior to your appointment(s). This reminder will include all appointments made in one session (maximum 6). The email also contains cancellation links. Please take the opportunity to review, and if you can't make any of them, please cancel.

 **Tower Ranch Community Association** <committee@trcamembers.ca>
To: [REDACTED]

 Thu., Jan. 28 at 11:20 p.m. 

This is a reminder of your upcoming gym booking(s). Below is a list of your booking(s). Please review and be considerate and cancel your slot(s) 24 hrs in advance if you can not make it.

01/29/2021 07:00/08:00 - click [here](#) to cancel

01/30/2021 07:00/08:00 - click [here](#) to cancel

02/02/2021 07:00/08:00 - click [here](#) to cancel

02/04/2021 07:00/08:00 - click [here](#) to cancel

02/06/2021 07:00/08:00 - click [here](#) to cancel



12. Please keep track of your appointments and cancel as soon as you can if you are unable to attend.
13. If you are having difficulties, or have any questions about these instructions, please contact us at trcacommittee@gmail.com.
14. Enjoy the gym!